

Financial Services Summary 2005-07 Plan

Mission: To manage the agency's financial resources and support agency planning so that environmental goals and strategic priorities are met.

Activity What We Do	Desired Results What We Want To Achieve	Strategies How We Will Do It	Accountability Measures How We Will Measure Success
Manage agency contracts and grants	<ul style="list-style-type: none"> Contract & grant agreement language ties payments to deliverables/milestones/performance measures Ecology can show we are getting what we pay for or fund Ecology gets clean audits 	<ul style="list-style-type: none"> Review agency contract & grant policies and update to reflect changes and improve clarity Provide training to groups and individuals on contract & grant processes and management Send contracts & grants back to contract/project officers with suggested language when necessary to ensure agreement language ties payments to deliverables/milestones/performance measures 	<ul style="list-style-type: none"> % of contracts that stipulate payments are tied to deliverables/milestones % of grant agreements that include deliverables, milestones, or performance measures
Manage agency purchasing operations	<ul style="list-style-type: none"> Agency purchases are made according to agency policy and for good business reasons EMT and Section Managers understand and support the process, including supporting their Purchasing Coordinators enforcing it Avoid illegal purchases Make proper use of public funds/safeguard taxpayer money Auditor reports agency purchase are made for good business reasons 	<ul style="list-style-type: none"> Monitor unauthorized purchases Send e-mail messages reminding staff about procedures Remind staff about information available on the Web Focus on managers – CFO and Fiscal Manager attend PMT meetings as needed 	<ul style="list-style-type: none"> % of purchases processed according to agency policy % of purchases referred back to a manger due to inconsistency with the agency sustainability policy and/or questionable business need

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Manage and process payroll	<ul style="list-style-type: none"> • Ecology managers understand and support the process, including supporting their Time Keepers enforcing it • Avoid and reduce re-work and AFRS costs • Employees are paid accurately first time around 	<ul style="list-style-type: none"> • Focus on managers – involve Fiscal staff in ES meetings regarding Civil Service Reform • Use Ecolink and Intranet to continually educate managers and staff on payroll deadlines and their importance 	<ul style="list-style-type: none"> • Percent of timesheets entered by the 1st and 16th of each month (target is 99%)
Manage cost-reimbursement receivable agreements	<ul style="list-style-type: none"> • Ecology gets clean audits • Ecology's budget is not overspent • Cost-reimbursement receivable agreements are signed before project work begins 	<ul style="list-style-type: none"> • Flag project contracts that are part of a cost-reimbursement agreement • Hold/send back project contracts if the associated receivable agreement has not been signed 	<ul style="list-style-type: none"> • Percent of cost-reimbursement receivable agreements signed before project work begins